

Cenergy International Web e-FST Reference Guide



User Manual- Consultant Version 1.0

DOCUPEAK SYSTEM™

**Provided By
Webiplex, Inc.**

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Accessing the Cenergy FST System

Logging In

1. Go to <http://www.cenergyintl.com/>
2. Select the Web e-FST icon at the top of the home page
3. Enter your User Name and Password then click the “LOGIN” button

Home | Jobs | WEB eFST | About | Resources | Contact Us

Cenergy
Creating Global Workforce Solutions for the World's Energy Industry Leaders.

CONSULTING SOLUTIONS | SAFETY SOLUTIONS | INSPECTION SOLUTIONS | LOGISTICS | VENDOR MANAGEMENT

WEB eFST

SEARCH JOB LISTINGS: Or view all jobs
Enter title or keyw **SEARCH**

IMPORTANT INFORMATION

- Web eFST is due the same time your paper document was due according to your payment deposit calendar.
- Your Web eFST is automatically sent to your client supervisor for approval. Once they approve you will be advised via email.
- If you have any changes to your personal information please contact your Cenergy Representative

CONNECT WITH US

fb t in

Sign in and prepare your Field Service Ticket and Expense Report:

User Name:

Password:

LOGIN

If you do not have a WEB eFST username and password, please contact your Cenergy Representative for easy setup.

WEB eFST Instructions

CLICK HERE

SALES
p: (713) 965-6200

CONSULTING SOLUTIONS
p: (713) 965-6207
f: (713) 965-6204

RECRUITING HOTLINE
p: (713) 965-6207

HSSE HOTLINE
p: (866) 228-0286

CORPORATE HEADQUARTERS
12650 Crossroads Park Dr.
Houston, TX 77065
p: (713) 965-6200

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[Edit this page](#)

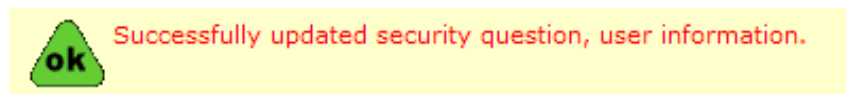
**** Upon logging into the Cenergy FST system for the first time, you will be prompted to immediately change your password as described in the next section, **Managing Your Profile****

Managing your Profile

- To change User Details such as email address or password, click on your user name to the left of the “Logout” link.

The screenshot shows the 'Cenergy - DocuPeak User Setup' interface. At the top right, the user's email 'wtest30@cenergyintl.com' and a 'Logout' link are visible. Below this is a 'My FSTs' section. The main area is titled 'Update your user details...' and contains several input fields: Email (John.Smith@yahoo.com), First Name (John), Last Name (Smith), Current Password, Change Password, Confirm New Password, Change Security Question (What is your company?), and New Security Answer. At the bottom of the form are 'Change' and 'Cancel' buttons. A red box highlights the user's email in the top right, with a red arrow pointing to a text box that says 'Click User Name to Manage Profile'.

- Update any user details that you wish to change.
- To change your password, enter your Current Password, and then enter your new password in both the “Change Password” and “Confirm New Password” fields.
- Click the “Change” button to save changes
- The message below will be displayed when your account changes were successful:



Locking your Account

If you enter your password incorrectly five times, your account will be locked and you will have to contact your Cenergy Representative to unlock your account.

Field Service Ticket (FST) Application

Overview of the FST “Dashboard”

The FST dashboard is displayed when you log into the application. From here you can add new FSTs, submit draft FSTs for approval, and view previously submitted FSTs.

Cenergy - My FSTs									
wtest30@cenergyintl.com Logout									
My FSTs									
1 Create New FST Print FAX Cover Sheet Submit for Approval Refresh Search									
2									
3									
FST Submittal #	Modified	Folder	Status	Vendor / Consultant	Client / Job	# Items	# Att.	Pay Amount Total	Notes
81	2/11/2013 12:32:35 PM	Active	Resubmitted	wtest30@cenergyintl.com	Webiplex Parent : Webiplex, Test31	1	1	\$78.65	2/11/2013 (): Rejected, Incorrect Cost Code used for Onshore Rate. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.c
80	2/11/2013 12:18:56 PM	Archive	Approved	wtest30@cenergyintl.com	Webiplex Parent : Webiplex Test30	2	1	\$285.51	2/11/2013 (): Approve Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Monday, February 11, 2013 10:15 AM
1 of 1 Pages - 2 Total Records						1			

- 1) **Create New FST:** Click this link to open the FST
- 2) **Column Headers:** Can be used to sort the list of FSTs. Click any header to sort based on that item. Click a second time to reverse the sort order.
- 3) **Indexing Icon:** Click the icon to the left of the FST Submittal # to view and/or edit the FST.

FST Process

The Cenergy FST application is used to submit FSTs for review and approval.

Creating a new FST

- Click **Create New FST**

Cenergy - My FSTs wtest30@cenergyintl.com Logout

My FSTs

Create New FST Print FAX Cover Sheet Submit for Approval Refresh Search

FST Submittal #	Modified	Folder	Status	Vendor / Consultant	Client / Job	# Items	# Att.	Pay Amount Total	Notes
81	2/11/2013 12:32:35 PM	Active	Resubmitted	wtest30@cenergyintl.com	Webiplex Parent : Webiplex, Test31	1	1	\$78.65	2/11/2013 (): Rejected, Incorrect Cost Code used for Onshore Rate. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.c
80	2/11/2013 12:18:56 PM	Archive	Approved	wtest30@cenergyintl.com	Webiplex Parent : Webiplex Test30	2	1	\$285.51	2/11/2013 (): Approve Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Monday, February 11, 2013 10:15 AM

1 of 1 Pages - 2 Total Records 1

- The **New FST** form will open as displayed below

Cenergy - FSTs/My FSTs wtest30@cenergyintl.com Logout

FSTs

Save Cancel

Thank you for entering your time and expenses with Cenergy's online submittal system. Please provide details about this FST below.

Client / Job: FST Submittal #:

Approver Email:

Status: Draft

Please attach any original receipts for this FST below.

Attachments:

Add Delete

Created	File Name
---------	-----------

Add each labor or expense line item in the separate section below.

Labor Items:

Add Delete

Category	Date	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount
----------	------	----------	----------	---------------	-----------	----------------------	--------------------	------------

Labor Pay Amount Subtotal: \$

Expense Items:

Add Delete

Category	Date	Quantity	Pay Rate	Bill Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount	Bill Amount
----------	------	----------	----------	-----------	---------------	-----------	----------------------	--------------------	------------	-------------

Expense Pay Amount Subtotal: \$

Expense Bill Amount Subtotal: \$

Pay Amount Total: \$

For Cenergy Use Only: This area contains comments submitted by the Client approver and Cenergy

Approver Response:

Cenergy Notes:

Save Cancel

Select Client / Job

- Select the Client/Job where the work was performed.
 - The Approver email will be automatically populated
 - If the approver email is not the correct approver, please notify your Cenergy representative
 - The default status will be set to **Draft**

Thank you for entering your time and expenses with Cenergy's online submittal system. Please provide details about this FST below.

Client / Job: Webiplex Parent : Webiplex Test30 FST Submittal #:

Approver Email: michael.bloch@performance2.com

Status: Draft

Add Attachments - Upload

Copies of original receipts must be attached to the FST before it can be submitted for approval. To fax receipts instead of scanning and attaching, please see the **Add Attachments – Fax** section.

If you have a scanned file with receipts, use the Attachments section to upload copies of the receipts. Click the **Add** button under **Attachments**, and the attachment browse screen will be displayed

Please attach any original receipts for this FST below.

Attachments:

Add **Delete**

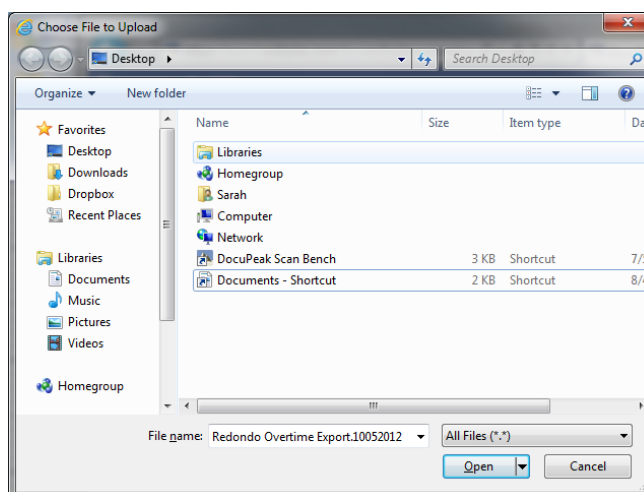
Local File *

Click the Browse button to select a local file.

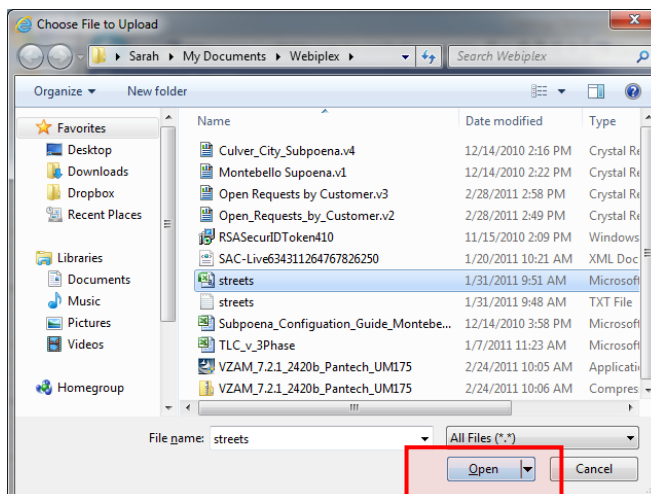
File: * **Browse...**

Add **Cancel**

- Click the **Browse** button, and the **Choose File to Upload** screen will open



- Find the file on your local computer, then click Open



- Once selected, the file path of the attachment will be displayed under **File**, then click **Add**

Please attach any original receipts for this FST below.

Attachments:

Add Delete

Local File *

Click the Browse button to select a local file.

File: * C:\Users\Sarah\Desktop Browse...

Add Cancel

- Your file will be displayed under **Attachments** with the create date and File Name.
- If you do not select “add” the document will not attach and be displayed.

Thank you for entering your time and expenses with Cenenergy's online submittal system. Please provide details about this FST below.

Client / Job: Webiplex Parent : Webiplex Test30 FST Submittal #:

Approver Email: michael.bloch@performanceg2.com

Status: Draft

Please attach any original receipts for this FST below.

Attachments:

Add Delete

Created	File Name
2/14/2013	CCF02082013_0004.tif

- Repeat the process if you have multiple files to attach

Add Labor Items

- Click the **Add** button to add Labor Items

Add each labor or expense line item in the separate section below.

Labor Items:

Add Delete

Category	Date	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount
Category*: Office Rate	Date*:	Quantity*:	Pay Rate: \$ 120	Work Location*: Select a Specific US State, Canadian Province or Other Location Below	Cost Code*:	Description/Rig/Loc.*:	D7i (Chevron Only):	

Save Labor Item Cancel

Labor Pay Amount Subtotal: \$

- Enter all of the Labor Item Fields. Fields with **RED** headings are required, and the record cannot be saved until all required fields are completed.
 - Category:** Please select the applicable labor category from the drop down list
 - Date:** Time must be entered individually for each date worked. You may directly type in a date using “MM/DD/YY” format, or select a date by clicking on the calendar icon.
 - Quantity:** Enter the number of hours or days worked per your pay rate
 - Pay Rate:** Pay Rate will be auto-populated based on Category selected
 - Work Location:** Select a Work Location from the drop down list
 - Cost Code:** Enter the Cost Code (WBS code, cost allocation, network etc)
Note: Only a single cost code may be entered for each line. When the time entered is to be allocated among multiple cost codes, enter separate line items for each applicable code and allocated time.
 - Description/Rig/Loc:** Type the description (project, rig, well, and or business area) of work performed
 - D7i: (Chevron Only)** Enter the D7i code

Add each labor or expense line item in the separate section below.

Labor Items:
 Add Delete

Category	Date	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount
Category*: Office Rate	Date*: 	Quantity*: 	Pay Rate: \$ 120	Work Location*: Select a Specific US State, Canadian Province or Other Location Below	Cost Code*: 	Description/Rig/Loc.*: 	D7i (Chevron Only): 	

Save Labor Item Cancel

Labor Pay Amount Subtotal: \$

- Once all fields are completed, click **Save Labor Item** and the labor item will be displayed in the FST form.
- If you have multiple labor items to enter, follow the above process for each labor item. The Labor Pay Amount Subtotal will be automatically calculated and updated with each labor item that you add.
- When entering additional labor items the previous line will be copied to save time entering information. Make sure to edit each box with the new information where applicable

Thank you for entering your time and expenses with Cenergy's online submittal system. Please provide details about this FST below.

Client / Job: Webiplex Parent : Webiplex Test30 FST Submittal #:
 Approver Email: michael.bloch@performanceg2.com
 Status: Draft

Please attach any original receipts for this FST below.

Attachments:
 Add Delete

Created	File Name
2/14/2013	CCF02082013_0004.tif

Add each labor or expense line item in the separate section below.

Labor Items:
 Add Delete

Category	Date	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount
Office Rate	2/8/2013	1	\$120.00	California	12587451	Onsite Visit		\$120.00
Office Rate	2/11/2013	1	\$120.00	California	12587451	Onsite Visit		\$120.00

Labor Pay Amount Subtotal: \$ 240.00

Add Expense Items

Note: Pay rate is your reimbursable amount and bill rate is charged to the client.

- Click the **Add** button to add Expense Items

The screenshot shows the 'Expense Items' form with the following fields and values:

Category	Date	Quantity	Pay Rate	Bill Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount	Bill Amount
Hotel			\$ 0	\$ 0	Select a Specific US State, Canadian Province or Other Location Below					

Below the table, there are input fields for Category*, Date*, Quantity*, Pay Rate, Bill Rate, Work Location*, Cost Code*, Description/Rig/Loc.*, and D7i (Chevron Only). At the bottom, there are buttons for 'Save Expense Item' and 'Cancel', and a subtotal field: 'Expense Pay Amount Subtotal: \$'.

- Enter all of the Expense Item Fields. Fields with **RED** headings are required and the record cannot be saved until all required fields are entered.
 - Category:** Please select the applicable expense category from the drop down list
 - Date:** Select the date that applies to the Expense. You may directly type in a date using "MM/DD/YY" format, or select a date by clicking on the calendar icon.
 - Quantity:** Select the quantity
 - Pay Rate/Bill Rate:** These will either default to a specified amount, or allow you to enter an amount based on category. (ie. Per Diem and Mileage have set rates others will need to be entered).

For Hotel, enter quantity 1 and the total amount for a single cost code allocation. In the description box please describe the number of nights, location etc. If, allocating to multiple cost codes enter on separate line items accordingly.
 - Work Location:** Select a Work Location from the drop down list
 - Cost Code:** Enter the Cost Code (WBS Code, cost allocation, network etc)

Note: Only a single cost code may be entered for each line. When the expense entered is to be allocated among multiple cost codes then enter separate line items for each applicable code and allocated expense.
 - Description/Rig/Loc:** Type the Description of the expense incurred
 - D7i: (Chevron Only)** Enter the D7i code


The screenshot shows the 'Expense Items' form with the following fields and values:

Category	Date	Quantity	Pay Rate	Bill Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount	Bill Amount
Mileage	2/8/2013	41	\$0.56	\$0.56	California	12587451	Onsite Visit		\$22.76	\$22.76

Below the table, there are input fields for Category*, Date*, Quantity*, Pay Rate, Bill Rate, Work Location*, Cost Code*, Description/Rig/Loc.*, and D7i (Chevron Only). At the bottom, there are buttons for 'Save Expense Item' and 'Cancel', and two subtotal fields: 'Expense Pay Amount Subtotal: \$ 22.755' and 'Expense Bill Amount Subtotal: \$ 22.755'.

- Once all fields are completed, click **Save Expense Item** and the expense item will be displayed in the FST form.
- If you have multiple Expense items, follow the above process for each expense item. The Expense Pay Amount and Bill Amount Subtotal will be automatically calculated and updated with each expense item that you add.
- When entering multiple expense items the previous line will be copied to save time entering information. Make sure to edit each box with the new information where applicable.
- If the expense is not reimbursable to you but billable to the client, only enter the amount in the Bill Rate box and confirm the Pay Rate is \$0.00.



Thank you for entering your time and expenses with Cenergy's online submittal system. Please provide details about this FST below.


Client / Job: Webiplex Parent : Webiplex Test30  FST Submittal #:

Approver Email:



Status:


Please attach any original receipts for this FST below.

Attachments:
 Add  Delete



	Created	File Name
	5/15/2013	CCF02082013_0004.pdf



Add each labor or expense line item in the separate section below.

Labor Items:
 Add  Delete

	Category	Date	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount
	Office Rate	2/8/2013	1	\$100.00	California	12587451	Onsite Visit		\$100.00

Labor Pay Amount Subtotal: \$

Expense Items:
 Add  Delete


	Category	Date	Quantity	Pay Rate	Bill Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount	Bill Amount
	Mileage	2/8/2013	41	\$0.565	\$0.565	California	12587451	Onsite Visit		\$23.17	\$23.17
	Mileage	2/8/2013	41	\$0.565	\$0.565	California	12587451	Onsite Visit		\$23.17	\$23.17

Expense Pay Amount Subtotal: \$
Expense Bill Amount Subtotal: \$

Pay Amount Total: \$

For Cenergy Use Only: This area contains comments submitted by the Client approver and Cenergy

Approver Response: Cenergy Notes:

 Save  Cancel

- Click the save button at the top or bottom of the form to save the record. The FST will be saved as a draft, allowing you to return and continue to add attachments, Labor Items and Expense items, until it has been submitted.

**** If you do not see a labor/expense item, please contact your Cenergy Representative.**

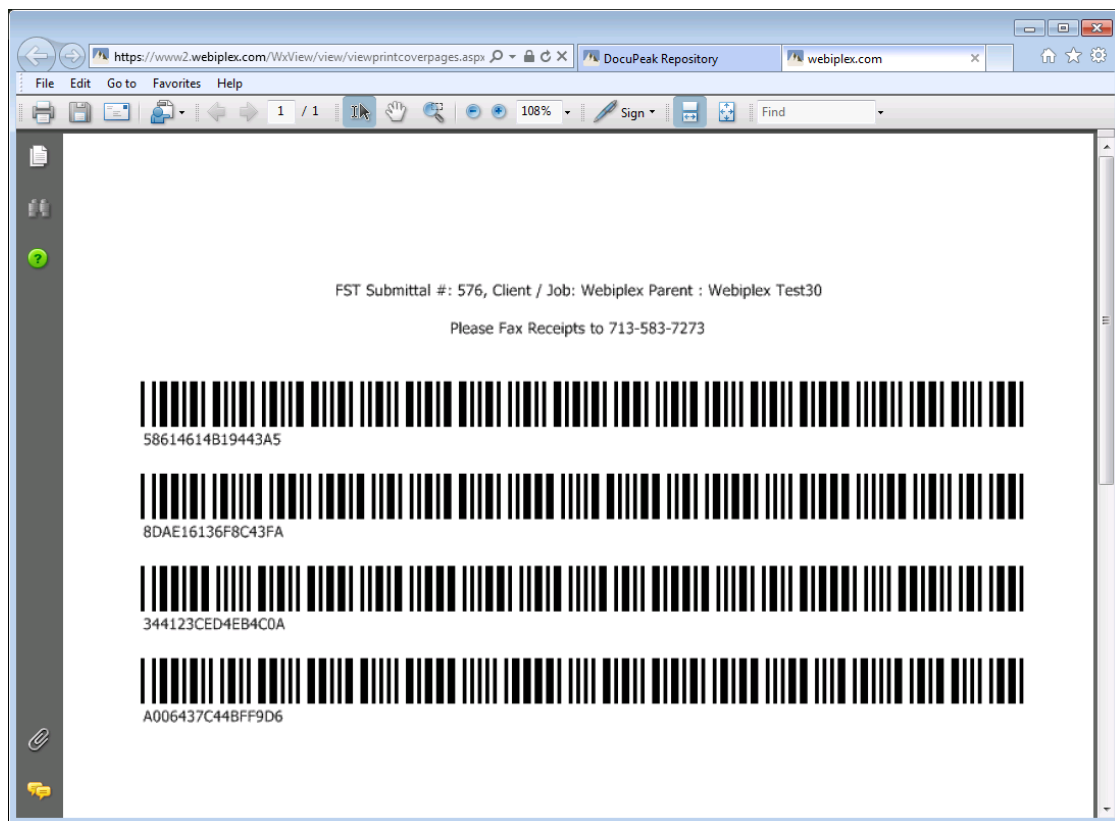
Add Attachments - Fax

Once the FST has been saved and an FST number is assigned, receipts can be faxed in.

- Click the checkbox to the left of the FST that needs receipts submitted, then click **Print FAX Cover Sheet**

Cenergy - My FSTs									
wtest30@cenergyintl.com Logout									
My FSTs									
Create New FST Print FAX Cover Sheet Submit for Approval Refresh Search									
<input type="checkbox"/>	FST Submittal #	Modified	Folder	Status	Vendor / Consultant	Client / Job	Pay Amount Total	Notes	# Att.
<input checked="" type="checkbox"/>	80	3/10/2013 10:22:00 AM	Active	Draft	wtest30@cenergyintl.com	Webiplex Parent : Webiplex Test30	\$285.51	2/14/2013 (): Approve. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Thursday, February 14, 2013 2:42	0
<input type="checkbox"/>	81	2/11/2013 12:32:35 PM	Active	Resubmitted	wtest30@cenergyintl.com	Webiplex Parent : Webiplex, Test31	\$78.65	2/11/2013 (): Rejected, Incorrect Cost Code used for Onshore Rate. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.c	1
1 of 1 Pages - 2 Total Records					1				

- A barcode cover page will open in a new tab



- Print the barcode cover page, and place on top of all receipts as the first page
- Fax the receipts to (713) 583-7273**
- The fax will be processed, and the receipts will be automatically attached to the FST based on the barcode cover page
- Return to the FST Dashboard to verify that the receipts were successfully received; please allow 10 minutes for this process to complete; if you don't see the attachment after 10 minutes, please contact your Cenergy representative
 - The # Att field will update from 0 to 1 once the receipts are successfully received

<input type="checkbox"/>	FST Submittal #	Modified	Folder	Status	Vendor / Consultant	Client / Job	Pay Amount Total	Notes	# Att.
<input type="checkbox"/>	80	3/10/2013 10:31:04 AM	Active	Draft	wtest30@cenergyintl.com	Webiplex Parent : Webiplex Test30	\$285.51	2/14/2013 (): Approve. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Thursday, February 14, 2013 2:42	1

Editing a Draft FST

- To edit an existing FST, click on the icon between the check box and the FST Submittal # column. This will open the FST.

Cenergy - My FSTs wtest30@cenergyintl.com Logout										
My FSTs										
Create New FST Print FAX Cover Sheet Submit for Approval Refresh Search										
<input type="checkbox"/>	FST Submittal #	Modified	Folder	Status	Vendor / Consultant	Client / Job	# Items	# Att.	Pay Amount Total	Notes
<input type="checkbox"/>	80	2/14/2013 4:49:31 PM	Archive	Draft	wtest30@cenergyintl.com	Webiplex Parent : Webiplex Test30	2	1	\$285.51	2/14/2013 (): Approve. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Thursday, February 14, 2013 2:42
<input type="checkbox"/>	81	2/11/2013 12:32:35 PM	Active	Resubmitted	wtest30@cenergyintl.com	Webiplex Parent : Webiplex, Test31	1	1	\$78.65	2/11/2013 (): Rejected, Incorrect Cost Code used for Onshore Rate. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.c
1 of 1 Pages - 2 Total Records					1					

- Click the icon for the Labor or Expense item that you wish to edit

Thank you for entering your time and expenses with Cenergy's online submittal system. Please provide details about this FST below.

Client / Job: Webiplex Parent : Webiplex Test30 FST Submittal #: 80

Approver Email: sarah@webiplex.com

Status: Draft

Please attach any original receipts for this FST below.

Attachments:

[Add](#) [Delete](#)

Created	File Name
2/11/2013	CCF02082013_0004.tif

Add each labor or expense line item in the separate section below.

Labor Items:

[Add](#) [Delete](#)

Category	Date	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount
Office Rate	2/8/2013	1	\$120.00	California	12587451	Onsite Visit		\$120.00
Office Rate	2/11/2013	1	\$120.00	California	12587451	Onsite Visit		\$120.00

Labor Pay Amount Subtotal: \$ 240.00

Expense Items:

[Add](#) [Delete](#)

Category	Date	Quantity	Pay Rate	Bill Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount	Bill Amount
Mileage	2/8/2013	41	\$0.56	\$0.56	California	12587451	Onsite Visit		\$22.76	\$22.76
Mileage	2/8/2013	41	\$0.56	\$0.56	California	12587451	Onsite Visit		\$22.76	\$22.76

Expense Pay Amount Subtotal: \$ 45.51

Expense Bill Amount Subtotal: \$ 45.51

- The previously entered data will open. Edit the record, and then click "Save Labor Item".

Add each labor or expense line item in the separate section below.

Labor Items:

[Add](#) [Delete](#)

Category	Date	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount
Office Rate	2/8/2013	1	\$120.00	California	12587451	Onsite Visit		\$120.00
Office Rate	2/11/2013	1	\$120.00	California	12587451	Onsite Visit		\$120.00

Category*: Office Rate Date*: 2/8/2013 12:00 Quantity*: 1 Pay Rate: \$ 120 Work Location*: California Cost Code*: 12587451

Description/Rig/Loc*: Onsite Visit D7i (Chevron Only):

[Save Labor Item](#) [Cancel](#)

Labor Pay Amount Subtotal: \$ 240.00

- Once all changes are made, save the FST.

Submitting the FST for Approval

- Once all attachments, Labor Items and Expense Items have been added; select the checkbox to the left of the record and click **Submit for Approval**.

Cenergy - My FSTs										
wtest30@cenergyintl.com Logout										
My FSTs										
Create New FST Print FAX Cover Sheet Submit for Approval Refresh Search										
	FST Submittal #	Modified	Folder	Status	Vendor / Consultant	Client / Job	# Items	# Att.	Pay Amount Total	Notes
<input checked="" type="checkbox"/>	80	2/14/2013 4:49:31 PM	Archive	Draft	wtest30@cenergyintl.com	Webiplex Parent : Webiplex Test30	2	1	\$285.51	2/14/2013 (): Approve. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Thursday, February 14, 2013 2:42
<input type="checkbox"/>	81	2/11/2013 12:32:35 PM	Active	Resubmitted	wtest30@cenergyintl.com	Webiplex Parent : Webiplex, Test31	1	1	\$78.65	2/11/2013 (): Rejected, Incorrect Cost Code used for Onshore Rate. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.c
1 of 1 Pages - 2 Total Records					1					

- This will update the status of the FST from **Draft** to **Submitted for Approval**. An email notification will be sent to the approver letting them know there is an FST pending their approval.
- You may only edit FSTs in "Draft" status

Cenergy - My FSTs										
wtest30@cenergyintl.com Logout										
My FSTs										
Create New FST Print FAX Cover Sheet Submit for Approval Refresh Search										
	FST Submittal #	Modified	Folder	Status	Vendor / Consultant	Client / Job	# Items	# Att.	Pay Amount Total	Notes
<input type="checkbox"/>	80	2/14/2013 4:40:47 PM	Active	Sent for Approval	wtest30@cenergyintl.com	Webiplex Parent : Webiplex Test30	2	1	\$285.51	2/11/2013 (): Approve Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Monday, February 11, 2013 10:15 AM
<input type="checkbox"/>	81	2/11/2013 12:32:35 PM	Active	Resubmitted	wtest30@cenergyintl.com	Webiplex Parent : Webiplex, Test31	1	1	\$78.65	2/11/2013 (): Rejected, Incorrect Cost Code used for Onshore Rate. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.c
1 of 1 Pages - 2 Total Records					1					

Reviewing FSTs

- Once the approved has reviewed the request, the status will be updated to either Approved or Rejected and the request will be sent to Cenergy for final review

Cenergy - My FSTs										
wtest30@cenergyintl.com Logout										
My FSTs										
Create New FST Print FAX Cover Sheet Submit for Approval Refresh Search										
	FST Submittal #	Modified	Folder	Status	Vendor / Consultant	Client / Job	# Items	# Att.	Pay Amount Total	Notes
<input type="checkbox"/>	80	2/14/2013 4:46:38 PM	Active	Approved	wtest30@cenergyintl.com	Webiplex Parent : Webiplex Test30	2	1	\$285.51	2/11/2013 (): Approve Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Monday, February 11, 2013 10:15 AM
<input type="checkbox"/>	81	2/11/2013 12:32:35 PM	Active	Resubmitted	wtest30@cenergyintl.com	Webiplex Parent : Webiplex, Test31	1	1	\$78.65	2/11/2013 (): Rejected, Incorrect Cost Code used for Onshore Rate. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.c
1 of 1 Pages - 2 Total Records					1					

Rejected FSTs - Approver

- If the FST was rejected, the approver will provide a reason for the Rejected status.
- To view the reject reason, you can look at the **Notes** column on the FST list, or you can open the record and look in the **Approver Response** section

For Cenergy Use Only: This area contains comments submitted by the Client approver and Cenergy	
Approver Response:	Cenergy Notes:
<p>Time: 5/15/2013 3:48 PM</p> <p>Rejected. Please add mileage for 3/16/2013.</p> <p>Sarah Spencer</p> <p>From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent</p>	

- Fix the FST per the rejected notes, and click **Save**
- Follow the Submit Process to resubmit the FST for approval
- The status will be updated to **Resubmitted**

Cenergy - My FSTs										
wtest30@cenergyintl.com Logout										
My FSTs										
Create New FST Print FAX Cover Sheet Submit for Approval Refresh Search										
	FST Submittal #	Modified	Folder	Status	Vendor / Consultant	Client / Job	# Items	# Att.	Pay Amount Total	Notes
	80	2/14/2013 4:47:50 PM	Archive	Rejected	wtest30@cenergyintl.com	Webiplex Parent : Webiplex Test30	2	1	\$285.51	2/14/2013 (): Approve. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Thursday, February 14, 2013 2:42
	81	2/11/2013 12:32:35 PM	Active	Resubmitted	wtest30@cenergyintl.com	Webiplex Parent : Webiplex, Test31	1	1	\$78.65	2/11/2013 (): Rejected, Incorrect Cost Code used for Onshore Rate. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.c
1 of 1 Pages - 2 Total Records					1					

Rejected FSTs - Cenergy

- Once the FST has been approved by the Approver, it will be sent for final review by a Cenergy CSR
- If the Cenergy CSR finds something wrong with the FST, they have the option of **Return to the Consultant** or **Resubmit to Approver**
 - Return to Consultant – This will return the FST to the Consultant to update/make the requested changes
 - Resubmit to Approver – The Cenergy CSR was able to update the FST, but needs the request to be Re-Approved by the Approver

Cenergy - FSTs/My FSTs

wtest30@cenergyintl.com

Logout

FSTs

Create New FST

Print FAX Cover Sheet

Submit for Approval

Refresh

Search

	FST Submittal #	Modified	Status	Client / Job	Pay Amount Total	Notes	# Att.
	 576	5/15/2013 4:21:54 PM	Return to Consultant	Webiplex Parent : Webiplex Test30	\$300.00	5/15/2013 (): APPROVED Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Wednesday, May 15, 2013 2:15 PM T	
	 587	4/25/2013 2:30:22 PM	Post	Webiplex Parent : Webiplex Test30	\$100.00	4/22/2013 (): Approved Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Monday, April 22, 2013 9:53 AM To	

1 of 1 Pages - 2 Total Records

1

- To view the Cenergy Notes, open the FST to view the **Cenergy Notes** section

For Cenergy Use Only: This area contains comments submitted by the Client approver and Cenergy	
Approver Response: Time: 5/15/2013 4:19 PM APPROVED Sarah Spencer	Cenergy Notes: Time: 5/15/2013 4:22 PM By: sssupport Please add work for 3/17/2013. Thanks.

- Fix the FST per the rejected notes, and click **Save**

Add each labor or expense line item in the separate section below.									
Labor Items:									
Add Delete									
Category	Date	Quantity	Pay Rate	Work Location	Cost Code	Description/Rig/Loc.	D7i (Chevron Only)	Pay Amount	
W2 Sick	3/15/2013	1	\$100.00	Alabama	C123	DESC123		\$100.00	
Mark-Up	3/16/2013	1	\$0.00	Alabama	C1234	DESC1234		\$0.00	
Office Rate	3/16/2013	1	\$100.00	Alabama	C1234	DESC1234		\$100.00	
Office Rate	3/17/2013	1	\$100.00	Alabama	C123456	DESC123456		\$100.00	
Mark-Up	3/18/2013	1	\$0.00	Alabama	C12345	DESC12345		\$0.00	
Office Rate	3/18/2013	1	\$100.00	Alabama	C12345	DESC12345		\$100.00	
Category*: Office Rate Date*: 3/17/2013 12:00 Quantity*: 1 Pay Rate: \$ 100 Work Location*: Alabama Cost Code*: C123456 Description/Rig/Loc.*: DESC123456 D7i (Chevron Only):									
Save Labor Item Cancel									
								Labor Pay Amount Subtotal: \$	400.00

- Follow the Submit Process to resubmit the FST for approval
- The status will be updated to **Resubmitted**

Cenergy - FSTs/My FSTs						wtest30@cenergyintl.com	Logout
FSTs ▶							
Create New FST Print FAX Cover Sheet Submit for Approval						Refresh Search	
	FST Submittal #	Modified	Status	Client / Job	Pay Amount Total	Notes	# Att.
	576	5/15/2013 4:26:29 PM	Resubmitted	Webiplex Parent : Webiplex Test30	\$400.00	5/15/2013 (): APPROVED Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Wednesday, May 15, 2013 2:15 PM T	
	587	4/25/2013 2:30:22 PM	Post	Webiplex Parent : Webiplex Test30	\$100.00	4/22/2013 (): Approved Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.com] Sent: Monday, April 22, 2013 9:53 AM To	
1 of 1 Pages - 2 Total Records					1		

FST Status Codes

Draft

- A draft FST is still in progress and has not been submitted for approval.
- Edits to the FST can be made in draft status.

Submit for Approval

- The FST has been submitted to the approver for review.
- No changes can be made to the FST.

Approved

- The approver has reviewed and approved the FST. It is now pending Cenergy Review.

Rejected

- The approver has reviewed and rejected the FST. The approver will give a reason when rejecting the FST.

Resubmitted

- The FST is pending Re-Approval after requested changes were made by the consultant.

Return to Consultant

- At the Cenergy final review, there was a problem with the FST.
- Cenergy has returned the FST for the Consultant to fix, and it must be resent through the entire approval process.

Resubmit to Approver

- At the Cenergy final review, there was a minor change required on the FST.
- Cenergy staff made the adjustment, and returned the FST to the Approver for review and approval.

Mismatch

- When the Approver and Alt Approver submit different responses
I.e. Approver says Rejected, Alt Approver says Approved

Post

- The FST has been approved by both the Approver and Cenergy, and has been submitted for payment.

Logging out

- To log out, click the **Logout** button to the right of your user name.

The screenshot shows the 'Cenergy - My FSTs' interface. At the top right, the user's email 'wtest30@cenergyintl.com' is displayed next to a 'Logout' button, which is highlighted with a red box. Below this is a 'My FSTs' section with links for 'Create New FST', 'Print FAX Cover Sheet', and 'Submit for Approval', along with 'Refresh' and 'Search' buttons. A table of FST records follows, with columns for FST Submittal #, Modified, Folder, Status, Vendor / Consultant, Client / Job, # Items, # Att., Pay Amount Total, and Notes. Two records are visible: one with status 'Rejected' and another with status 'Resubmitted'. A red box labeled 'Logout' with an arrow points to the 'Logout' button in the top right corner.

FST Submittal #	Modified	Folder	Status	Vendor / Consultant	Client / Job	# Items	# Att.	Pay Amount Total	Notes
80	2/14/2013 4:47:50 PM	Archive	Rejected	wtest30@cenergyintl.com	Webiplex Parent : Webiplex Test30	2	1	\$285.51	2/14/2013 (): Approved by cenergy@webiplex.com [mailto:cenergy@webiplex.com] February 14, 2013 2:42
81	2/11/2013 12:32:35 PM	Active	Resubmitted	wtest30@cenergyintl.com	Webiplex Parent : Webiplex, Test31	1	1	\$78.65	2/11/2013 (): Rejected, Incorrect Cost Code used for Onshore Rate. Sarah Spencer From: cenergy@webiplex.com [mailto:cenergy@webiplex.c

1 of 1 Pages - 2 Total Records

- You will be returned to the Login Screen.